

Firstname Lastname

Teacher's Name

Course Name

Day Month Year

### The SMHS Research Paper Style Sheet: internal Documentation

A style sheet is a document that, if followed carefully, will help students format research papers according to the style guide followed by the high school or college. The style sheet you are reading follows the guide, so students can see what their papers should look like in terms of margins, spacing and documentation citations. The SMHS guide is modeled on the Modern Language Association (MLA) Guide for Internal Documentation, a style used by most colleges for documenting research (Baron 13). Note the material in parenthesis: this is an internal citation telling the reader that the information was found in the MLA Guide on page 13 and that Baron is the author or editor. Internal documentation does not require footnotes or endnotes; instead quotations, statistics, paraphrases and summaries are cited in parentheses right in or next to the sentence in which they occur. The SMHS Style Sheet includes examples of how to cite different print and electronic materials you are likely to use.

### **HOW TO USE THE SMHS STYLE SHEET**

A SMHS research paper should look exactly like the page you are now reading. If you imitate everything *exactly*, an important piece of your paper will be completed. At SMHS, a significant portion of your paper's grade will derive from how well you follow this guide. The remainder of your mark will be based on the quality of your research and whether you succeed in demonstrating your thesis statement.

## **PAPER, MARGINS, INDENTIONS, FONTS AND HEADERS**

A research paper is **always** typed **double spaced** on one side of 8 ½ x 11 inch good quality white paper. Double spacing is done through the format file of your computer under format paragraph. Margins are one inch all around, top, bottom, left and right. To set margins, access the file menu and choose page setup. MLA indentions for paragraphs and the works cited page are five characters: use the tab default which is set for five spaces. Tab settings are changed by accessing the format file. Your font should be **Times New Roman, size 12**.

At the top of each page you see a right justified header with the page number one half inch from the top of the page. Model yours on the one at the top of this page. You can format headers through the view file on the tool bar. Follow the directions very carefully. MLA is a publication format, and the purpose of a header is to identify a paper that may be lost during the publication process.

## **SAVING AND PRINTING YOUR PAPER**

To prevent the unthinkable, save your paper frequently. Consider designating an automatic save every five or ten minutes. This is done by pulling down the file menu, clicking on save as, and accessing options. Saving your paper to a floppy disk after each session is also recommended in the event of electrical failure. When you print your paper, make sure the cartridge has enough ink to make dark copies. This is a courtesy to your reader who might be subtly influenced if the paper is difficult to read.

## **THE TITLE PAGE**

The MLA title page is page 1 of the paper. A separate title page is not used. Look at page 1 again, noting the author, teacher, course, and date information on the upper left, one inch from the top of the paper. Your information will go there. The title of your paper centered and typed in

upper and lower case letters follows. Staple your paper on an angle one half inch from the left corner. The angled staple prevents tearing when pages are turned; also, the pages lie flat when turned. This is a courtesy to your reader whom you do not want to inconvenience in any way for obvious reasons.

### USING MLA INTERNAL DOCUMENTATION

MLA documentation uses only the author's last name and the page number within parentheses to indicate the source of the quotation, paraphrase, summary or statistic. It is so reasonable a form that, if the author's name appears in your sentence, you do not have to include in within the parentheses; all you need then is the page number in the parentheses.

Quotations of **four or more lines** are formatted as offset quotations, which are written **without** quotation marks. Introduce the quotation as usual, ending the introduction with a comma or colon. Indent 10 spaces from the left margin and type the quotation double spaced. Cite the source at the end of the quotation.

### WORKS CITED PAGE AND PLAGIARISM

Instead of using a bibliography page, MLA uses a Works Cited Page, which will be the last page of your paper. **Only** the sources you have cited are listed on this page in alphabetical order by the author's last name. Everything on the page is double spaced, and each entry starts at the margin. Indent line 2 of an entry 5 spaces.

The MLA Style Handbook for Writers of Research Papers defines plagiarism as,

Using another person's ideas, information, or expressions without acknowledging that person's work. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud (Gibaldi 2.1).

**AUTHOR – PAGE CITATION EXAMPLES TO BE USED WITHIN YOUR TEXT****Book – Single Author**

Insert the last name of the author and page number(s) in parentheses

This concept has been reported earlier (Baron 148).

If the author's name appears in the line of the text, insert only the page number(s) in parentheses.

Baron reported this concept earlier (148).

**Book – Multiple Authors**

Place multiple authors' names and page number(s) in parentheses.

An opposing idea has also been explored (Brown and Roberts 179-81).

If multiple authors' names appear in the text, insert only the page number(s) in the parentheses.

Brown and Roberts explored an opposing idea (179-81).

**Multiple Works by the Same Author**

If two or more books are by the same author will be cited, insert the author's name, shortened title, and page number(s) in parentheses.

Most humans experience depression, often for reasons unknown to them (Rogers,

Psychology 171-73).

If two or more works by same author will be cited and author's name and title appear in text, insert only the page number(s) in parentheses.

In Psychology and Modern Man, Rogers explains that most humans experience depression, often for reasons unknown to them (171-73).

If two or more works by same author will be cited and author's name appears in text, insert the shortened title and page number in parentheses.

Rogers explains that most humans experience depression, often for reasons unknown to them (Psychology 171-73).

This also applies for a book with no author.

## Works Cited

**Book – No Author**

Handbook of Pre-Columbian Art. New York: Johnson, 1988.

**Book – with one author**

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: MLAA, 2003.

---. Title of Book. City: Publisher, Year.

**Book – with 2 or 3 authors**

Raffer, Bernard, Richard Friedman, and Robert A. Baron. New York in Crisis. New York: Harper, 1986.

**Book – with 4 or more authors**

Raffer, Bernard, et al. New York in Crisis. New York: Harper, 1986.

**Reference Materials – Dictionary, Encyclopedia, etc.**

“DNA.” Encyclopedia Americana. 1994 ed.

**Newspaper Articles**

May, Clifford. “Religious Frictions Heat up in Rwanda.” New York Times. 12 Aug. 1994, late ed.: A1.

**Magazine Articles**

Kuhn, Susan. “A New Stock Play in Savings and Loans.” Fortune. 15 May 1995: 67-72.

**Television or Radio Programs**

Show/Program Title, Pertinent actors, directors, producers, etc. Network call letters, city, date.

“Pollution in the Desert.” Narr. Mike Wallace. Prod. Jock Fenway. Dir. John Brett. Sixty Minutes. CBS. WCBS, New York. 6 Mar. 1994.

### **Anthologies – Omnibus**

Poe, Edgar Allan. "The Raven." Great American Poetry. Ed. Richard Johnson. New York: McGraw, 1978. 38-40.

### **CD-ROM Periodical**

Krach, Peg. "Myth and Facts about Alcohol Abuse in the Elderly." Nursing. Feb. 1998: 25+. Abstract. Periodical Abstracts on Disc. CD-ROM. UMI-ProQuest. Feb. 1998.

### **Internet Database**

"Civil War." Academic American Encyclopedia. Online. Prodigy. 15 Apr. 1994.

### **Internet Sources**

Victoria Women Writers Project. Ed. Perry Willett. May 2000. Indiana U. 26 June 2002.

<http://www.indiana.edu/~letrs/vwwp/>.